

Communications Group Agenda 1st September 2022 – 8.00PM

AGENDA ITEMS

Present JC (Cllr Jose Castro), PR (Chairman Paddy Riordan), SM (Cllr Stuart McPhee)

1) Apologies

MC

The group has recently lost two members (Peter Spearink due to health reasons and David George, who wants to focus on the Greener Staplehurst Group). We would benefit from new additions to the group as the workload is very relevant.

2) Minutes of previous meeting 28th July 2022 – 8.00PM – Zoom meeting

They had been approved at Full Council and the matters outstanding were treated further on.

3) Outstanding actions from previous minutes

ACTIONS NEEDED

Logo publications (JC) – See item 6

Exploring Office 365 or similar (Office) – Conversations of MC and JC with Office. The matter will be dealt with next meeting.

Asking groups if they wish to be acknowledged in our publications (Office) – Office asked to contact groups

4) Recruiting new councillors

FOR NOTING

Update about the special surgery (JC) – Attended by Councillors Adele Sharp, Jose Castro, Stuart McPhee and Chairman Paddy Riordan. Three people approached us and we held interesting conversations. They were introduced to the world of councillors and explained the next steps to take.

JC was also approached by a resident during the Youth Club event at Surrenden Field and the same procedure was followed.

5) SEHT Celebration

ACTIONS NEEDED

Everything is organised and in place already. JC to collect Awards from office to display at event.

Update from JC (numbers, certificates, other preparations) – JC reported that all the invitations had been sent, expecting around 40 attendees. Certificates were ready. A reminder email will be sent.

Update from PR (finances) – PR to liaise with Hush Heath in relation to finances. Councillors to pay £10 each apart from those that were active volunteers at the time.

6) The Logo

ACTIONS NEEDED

Update from JC – The three word-clouds - corresponding to the answers of the three questions asked to the public - have been circulated in social media.

Next steps – It is time to put the thinking cap and come up with ideas, suggestions and designs. We would benefit from the input of a local artist that could assist the group in the artistic part. The group needs to research and look for local artists or designers that could be interested. During next meeting we should share our findings and arrange meetings with those that show interest.

7) Kent Online/Express

ACTIONS NEEDED

Next steps – PR to contact and invite them for an article on the KALC celebration.

8) The Annual Report

ACTIONS NEEDED

- Sorting: all the routes have been sorted. JC has created 7 rural routes, designed a map and inserted it in ParishOnline maps as a layer under “Parish Layers/Rural Delivery of the Annual Report” so that it can be accessed and used in subsequent years. All routes require a similar effort and amount of time.
- Delivery: JC has coordinated with the PC Office to arrange for delivery. Jean has contacted her volunteers that are doing the rural areas; Councillors BM, PR, SM, JC are delivering rural routes. There are three routes left and PR and JC to ask for volunteers in social media. JC to liaise with them and distribute outstanding routes.

